



Delete a Confirmation of Goods

Use this Job Aid to:

- Delete an erroneous Confirmation of Goods

BEFORE YOU BEGIN

You need the purchase order or shopping cart number.

Delete a Confirmation of Goods

Sometimes a user who has done a Goods Receipt on an incorrect shopping cart order number needs to reverse that action and delete the goods confirmation. The following steps will explain how to perform a delete confirmation of goods.

1. Select "Go Shopping." After you select the "Go Shopping" tab from the top line, select "Go Shopping" again from the next line to access the Shopping Cart Home Page.

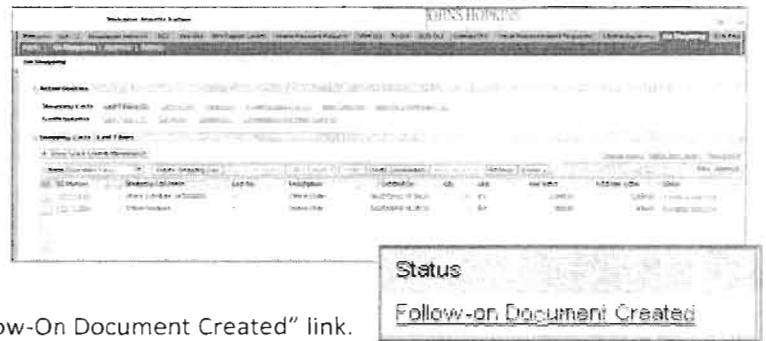


2. Refresh. At the Shopping Cart Home Page, click "Refresh" to make sure that you are viewing the most up-to-date information.

- Your most recent work will not appear until you have clicked "Refresh."



3. **Locate the Confirmation Number.** The Shopping Cart Home Page displays a list of shopping carts, along with the status of each as shown in the right-most column labeled "Status."



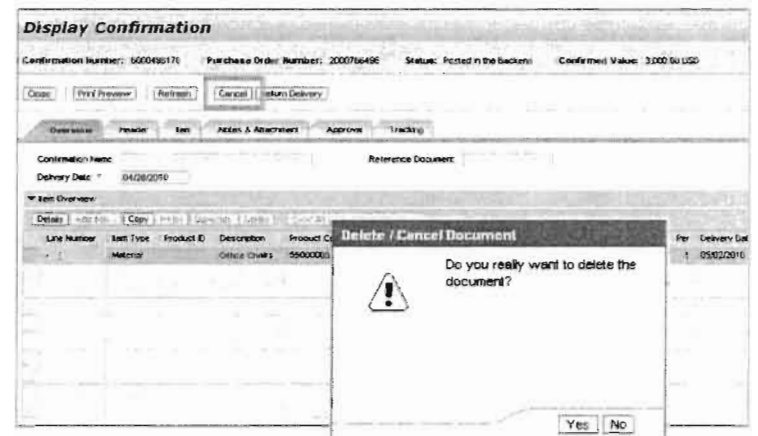
- A Shopping Cart that has an associated Purchase Order will have the status "Follow-On Document Created."
- To access the Confirmation number, click on the "Follow-On Document Created" link. This displays the shopping cart (as if you had selected "Display" or "Edit"), but defaults to the tab called "Related Documents" in the "Details" section of the order.
- You may also search for confirmations by using the "Confirmations Query" at the top of the Shopping Cart Home Page.

4. **Display the Confirmation.** Click on the Confirmation Document Number displayed below in the Related Documents tab.



- This will take you to the Display Confirmation page.

5. **Cancel (Delete) Confirmation.** In the Display Confirmation page, click on the Cancel button at the top of the page. This will Delete the confirmation.



- Click on the **Yes** button on the pop-up window to confirm that you want to delete this document.

6. Confirm Cancellation. The system further prompts you to Confirm the cancellation.

- Select the line item that you want to cancel, and then click **“Confirm.”**
- You can also select multiple line items by holding CTRL+SHIFT keys and selecting the line items that you want to cancel.



7. Display of Cancellation. The system displays the confirmation number of the cancelled goods receipt.

